Nashville District

Human Resources Newsletter

"News You Can Use"

Issue 15-08-03
15 August 2003

The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or John.G.Restey@lrn02.usace.army.mil.

General News:

Identity Theft

FREE to all Federal Employees, this just-updated report has a NEW Section with an ID Theft Affidavit just what you NEED if this ever happens to YOU!
Some of what's in this Report:

* How Identity Theft Occurs
* Minimize Your Risk
* Choosing to Share Personal Information, or NOT
* If YOU are a Victim
* Chart Your Course of Action
* Resolving Credit problems
* Specific problems
* It's The Law
* ID Theft Affidavit

And Much, Much More!

ID theft
Handbook.pdf

Leave Year Beginning and Ending Dates

A leave year begins on the first day of the first full biweekly pay period in a calendar year. A leave year ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year.

Employees may carry over to the next leave year a maximum amount of accrued annual leave (240 hours for most employees). "Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation for carry over into the next leave year. Employees must "use" their excess annual leave by the end of a leave year or they will "lose" (forfeit) it. An agency may consider restoring annual leave that was forfeited due to an exigency of the public business or sickness of the employee **only** if the annual leave was scheduled in writing before the start of the **third biweekly pay period prior to the end of the leave year**.

The beginning and ending dates of leave years 2002 through 2010 shown below apply to **most employees**. However, some agency payroll systems use a different pay period schedule. Employees should contact their agencies to verify the beginning and ending dates of a particular leave year.

Leave Year	Leave Year Beginning Date	Leave Year Ending Date	Date for Scheduling "Use or Lose" Annual Leave
2002	January 13, 2002	January 11, 2003	November 30, 2002
2003	January 12, 2003	January 10, 2004	November 29, 2003
2004	January 11, 2004	January 08, 2005	November 27, 2004
2005	January 09, 2005	January 07, 2006	November 26, 2005
2006	January 08, 2006	January 06, 2007	November 25, 2006
2007	January 07, 2007	January 05, 2008	November 24, 2007
2008	January 06, 2008	January 03, 2009	November 22, 2008
2009	January 04, 2009	January 02, 2010	November 21, 2009
2010	January 03, 2010	January 01, 2011	November 20, 2010

Your Chance to Comment on the Newsletter

Please take a few minutes to complete the attached survey form. Your responses are important to us.   Simply open the form and delete the yes or no answer that does not apply. Any comments may be typed directly under the appropriate question. Suggestions for improvement are always welcome.   Completed surveys maybe returned via e-mail to rachel.a.owens@lrn02.usace.army.mil or hard copies sent to the CPAC via distribution.   Thanks John

H_R Newsletter survey.doc

USING RESUMIX

All Army employees are reminded that <u>after you "create" a resume</u> in the Army Civilian Resume Builder you <u>must then "submit" your resume</u> to the RESUMIX central database by **clicking** on the "Send out existing resume" automated button on the first page of the builder program. This will ensure that you have "submitted" your resume to the database after you have "created" it. Two very important subsequent steps should also be considered. First, MAKE A COPY OF YOUR SUBMISSION RECEIPT! Also, CHECK "ANSWER" TO MAKE SURE YOUR RESUME IS "ACTIVE", before you self-nominate for a job. Check ANSWER today or anytime to make sure nothing has changed with your resume on file. PRINT THE "ANSWER" SCREEN THAT SHOWS your resume is "active". If it is not active you may need to go into the Army Civilian RESUMIX Builder and "send out existing resume". PRINT YOUR CONFIRMATIONS and then try to Self-Nominate yourself. Keep in mind that your RESUME will only stay in the Army Civilian Resume Builder for 180 days from the last time you go into the resume to take an action such as edit it, print it or view it. After 180 days, it deletes your resume automatically from the system. PRINT A COPY OF THE CONFIRMATION FOR ANY SELF-NOMINATION YOU DO. PRINT A COPY OF YOUR RESUME WHICH YOU CREATED IN RESUME BUILDER and any edits you make as well.

College Scholarships are Available for Federal Workers and Their Families

College scholarships are out there folks! Although it is too late for this school semester, you can seek information from several sources on college scholarships exclusively for federal and postal employees and their family members.

One source, Federal Employee Education & Assistance fund, FEEA, is sponsored in part by the Blue Cross/Blue Shield Association, which provides at least one special distinction scholarship in each of FEEA's 26 regions. Other corporate sponsors include FPMI and the publisher of Federal Personnel Digest. The major funding comes from federal employee contributions to FEEA Pledge #1234 during the Combined Federal Campaign (CFC). The amount of money in each region directly determines how much is available to scholarships in that area. Awards generally range from $300 to $1500. You may find information and applications for this scholarship at website http://www.feea.org/scholarships.shtml.

Another source for federal employees and their families is website http://www.studentjobs.gov/d_scholarship.asp. This "e-Scholar" scholarship program offers scholarships to provide funding to individuals who have demonstrated high academic achievement and want to further their education in a their field of study. Scholarships may be awarded up to 4 years to an individual.

Health and Benefits:

Tsp Catch-Up Contributions

TSP Catch-Up.tif

Civilian TSP participants who are members of the Ready Reserve

If you are a civilian TSP participant with an outstanding TSP loan and are placed in nonpay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in nonpay status for up to one year of nonpay. However, participants placed in nonpay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet Effect of Nonpay Status on TSP Participation </forms/oc95-4.pdf>.

Food For Thought:

Increase your capacity to work with different personalities. God will often bless you through people you don't even like
T. D. Jakes